



**Return to school update**

**28 Awst 2020 / 28<sup>th</sup> August 2020**

Dear Parents/Carers and Learners,

Shwmae / Hello, I hope you and your families are safe and well, and that you have enjoyed a restful summer break. With the new term rapidly approaching, I am writing to give you as much information on our return to school arrangements as possible.

As I mentioned in my last letter, we are delighted with Welsh Government's announcement on the 9<sup>th</sup> July 2020 which stated that pupils across all age groups in Wales will be back in the classroom from September 2020. Therefore, **Tuesday 1st and Wednesday 2nd September** remain as INSET/preparation days with pupils having a phased return as indicated below. **Thursday September 3rd** will be dedicated to **Year 11 and 13 as pupils who will have external examinations at the end of this academic year.**

Our intention in offering a combination of days on and off site is to ensure that all year groups have an opportunity to become accustomed to the school, the new arrangements and to allow them the chance to settle into their new zones before we become our usual busy community. This will also enable us to test arrangements and adjust where necessary. Our fundamental aim is to have a safe, well-organised and welcoming return to school.

Hence, this letter is to share with you some of the preparations ready for our return next week beginning on Thursday 3<sup>rd</sup> September 2020. I will also place these plans on the website under the COVID 19 section.

Date	Year groups in school	Where to go at 8.40am PROMPT
Thursday 3 <sup>rd</sup> September	Years 11 and 13	Year 11 to their House venues Year 13 to the sixth form centre
Friday 4 <sup>th</sup> September	Years 7, 10 and 13	Year 7 to their House venues Year 10 to form rooms
Monday 7 <sup>th</sup> September	Years 8, 9, 11 and 13	Year 8 to their House venues Year 9 to form rooms
Tuesday 8 <sup>th</sup> September	Years 7, 9 10 and 13	Go to form rooms
Wednesday 9 <sup>th</sup> September	Years 7, 8, 11 and 13	Go to form rooms
Thursday 10 <sup>th</sup> September	Years 8, 9, 10 and 13	Go to form rooms
Friday 11 <sup>th</sup> September	ALL Years	Go to form rooms

On their return, pupils should arrive onto the school site no later than 8.30am for an 8.40am start. Neither should they arrive too early before 8.20am. School will finish as normal at 3.10pm Mon-Thurs and at 1.15pm every Friday.

After attending their first school day and collecting their timetables, pupils will be expected to undertake some home learning on the days they are not in school. We will support them with this through new google classrooms that will be set up when pupils arrive in September. This will also mean that the google classroom is ready as a contingency in case of any localised closures.

When arriving at school, pupils will be expected to go straight to their form room promptly for the **8.40am start**. On the first day at school pupils will be expected to attend the venues indicated below, to meet with their Head of House for a safety brief regarding year group zones, staggered breaks 1 and 2 and the new one-way system. Many of our pupils have not been able to return to school in June/July and those that did were in House towers, therefore the one way system and enhanced cleaning and hygiene will be new. From these venues they will then go to their form rooms.

Daring	Thornton Hall through the fire exits
Defender	Canteen through the fire exits at the <b>Steynton</b> entrance
Diamond	<b>Steynton</b> Hall
Dragon	Gym through the doors to the PE corridor at <b>Thornton</b> entrance

Please also remember that Milford Haven School has an asymmetric timetable, in line with our cluster of schools and therefore the **new times** to the school day from September is a **new start at 8.40am** and **every Friday afternoon, school finishes at 1.15pm**.

Over the summer, we have worked very hard to initiate mitigation measures which, as you know, include alterations **within** the school. We have over 60 new sanitising stations, new hand washing facilities in the lower floor toilets and a new one system, different from the tower and pods system we introduced during the summer term.

Our Site team and staff are making sure that the final preparations are underway to get all of our classrooms and learning areas ready for pupils. All of our risk assessments have been reviewed and updated and all staff will be fully trained in the processes and systems to ensure that we welcome everyone back safely to school.

Here are some quick reference points for you;

#### Reminders

Please remind your child to maintain social distancing on the way to and from school and whilst in school and not to congregate outside the front of the school.

#### Inset days and School Holidays

6 INSET days with 2 added Planning and Preparation days -

Autumn Term	01.09.2020	02.09.2020		
Spring Term	04.01.2021	01.02.2021		
Summer Term	12.04.2021	05.07.2021	19.07.2021	20.07.2021

Please note that in lieu of the extended summer term, the October half term holiday will be extended to two weeks and will run from Monday 19<sup>th</sup> October to Friday 2<sup>nd</sup> November 2020.

I can also confirm that the summer term will end on Friday 16th July 2021 (incase you are looking to book any summer holidays events)

### **Canteen / lunch provision**

The Canteen will be operating as soon as pupils return in September, but please remember that the school can no longer take money into the machines and that these will need to be topped up in advance of your son/daughter coming into school. Pupils will be able to preorder food on their phones before coming to school and then collect from a grab and go station at the serving hatch in the inner quad outdoor area ONLY, but we are awaiting confirmation and will update you as soon as we know. KS3 (years 7 & 8) will have a different break from KS4/5 (years 9, 10, 11 & 13), these will be staggered over lesson 2 and lesson 4. This affords us the flexibility of organising a staggered break 1 and 2, thereby reducing pupil numbers at any one time in the canteen and keeping year groups as contact groups in designated zones in the school.

The local authority has informed us that pupils have been issued with a contactless card and where this was not requested the school will have those on record. Therefore, you will need to locate where this card may be, and if you are unable to find the card, please contact the catering service at Pembrokeshire County Council directly on the number or email below and they will get one out to you. The need for the use of cards and no exchange of money is to ensure hygienic payment of meals, putting safety first around the handling of food.

We have posted the school menus on our facebook page. <https://www.facebook.com/milfordhavenschool/>

Please can we politely request that your child's account for the payment of school meals is either undertaken as soon as possible, as it will take up to 24 hours for monies to be created to pupils' accounts.

Catering Services can be contacted by:

Email: [cashless.catering@pembrokeshire.gov.uk](mailto:cashless.catering@pembrokeshire.gov.uk)

Tel: 01437 775943

How to pay: <https://www.pembrokeshire.gov.uk/cashless-how-to-pay/cashless-catering-secondary-schools>

### **Extra-Curricular inc Breakfast clubs and after school clubs**

Until further notice, there will be no additional clubs taking place and we respectfully ask that all pupils leave the school site at the end of the school day promptly at 3.10pm Mon-Thursday and 1.15pm on a Friday.

We remain mindful of the positive impact of extra-curricular activities for our pupils, this will however be reviewed and we hope that we can get clubs up and running following the October half term break. It is our intention to offer a range of opportunities, whilst adhering to Welsh Government guidelines.

### **Year 13**

Year 13 pupils will not be expected to attend registration; they will, instead, be invited by appointment to participate in small group tutorials with their form tutor Miss Kath Dootson. Arrangements will be confirmed with year 13 following their initial induction next week, once timetables have been issued. Again, this situation will be reviewed regularly.

Year 13 are expected to only attend school for their timetabled lessons, with all lessons taking place in the sixth form centre/library. The location for their lessons will be signposted on their timetables. Pupils are encouraged to sign in/sign out at the sixth form centre on arrival/departure of site. This is also essential in case of any fire alarms.

### **Water**

Pupils are asked to bring in their own water bottles. Our water fountains have been disconnected, you will need enough water for the day.

Until further notice, there will be no communal facility to fill up water bottles as we are in the process of fitting foot pedal fountains, but a date for completion of this work is to be confirmed. I will keep you posted.

### **Attendance**

All pupils are to return in the Autumn term unless there is a medical reason for the absence. All pupils attending will need to wear a face mask in communal areas where social distancing is difficult to maintain such as the canteen and corridors. Pupils will need to follow the school rules and maintain good hand hygiene through regular handwashing. We are all one community and rely on each other to look after one another, ensuring the safety of everyone.

From the 14th September 2020 school attendance will be compulsory. Parents/carers are asked to contact school if a pupil is unable to attend for any legitimate reason. We will keep our usual daily record and contact home in the case of any absence if parents/carers have not notified the school explaining the reason for absence. We will work proactively with the families and the local authority to support and engage learners identifying any barriers to their return to school, referring for support if needed.

Whilst the Welsh Government has stated that there will be no issuing of fines during the first half term, we are anticipating that all pupils will return to school in September. If your child is unwell or displaying symptoms of coronavirus (COVID-19), we would politely request that they remain at home for the specified number of days. Further detail surrounding this is provided by Public Health Wales.

If your son or daughter is feeling particularly anxious about their return to school and you would like some support or guidance, please do not hesitate to contact us and we will do our best to provide as much reassurance as possible.

### **Masks**

We have a further update since yesterday following Pembrokeshire County Council decision today: *Pembrokeshire County Council will require all staff and learners in secondary schools to carry face coverings with them. They will be expected to use them in communal areas and corridors in line with the school's own risk assessment.*

<https://www.pembrokeshire.gov.uk/newsroom/use-of-face-coverings-in-pembs-secondary-schools>

Face coverings are recommended where social distancing cannot be maintained. However they are not a replacement for far more effective measures such as good hand hygiene and social distancing.

### **Uniform**

You will be aware that we were flexible in our approach to our dress code at the end of last term; we would expect that, as of September, pupils will return to school in their full and correct school uniform. We recognise that changing rooms for PE lessons are to be avoided if possible and ask that pupils attend school in their PE kit for the day. This will also help, I hope, with opportunities to provide ease of washing each day.

Details of the schools PE kit can be found on our website: <https://milfordhavenschool.co.uk/uniform/>

**Milford Haven School  
PE Kit 2019**  
available on line  
from [www.ambitionsport.com](http://www.ambitionsport.com)  
also available from  
Granby's Menswear, Milford Haven

Sports T Shirt  
Shower Proof Training Smock  
Reversible Rugby Shirt  
Sports Sock  
Girls Sports Skort and Leggings  
Boys Sports Short and Track Pant

**Sportswear**

The compulsory kit is as follows:

- EITHER t-shirt or rugby shirt. We recommend the rugby shirt for boys as the t-shirt may not be robust enough for rugby lessons.
- Bottoms – must be black shorts, skort or tracksuit bottoms/leggings, not necessarily those of the supplier. We advise that the quality from our suppliers will be better than some cheaper options.
- Socks
- The training top is not compulsory.

All pupils will be expected to wear our full school uniform and PE kit as described in the published uniform letter. Please don't worry if you are unable to obtain some items, just contact the school and we can discuss the best way to support you.

We believe it is important for pupils to reconnect with the school identity. Or uniform plays a valuable role in contributing to our ethos, identity and preparation for lifelong learning.

### Equipment

It will not be possible to share basic equipment such as pens, pencils, rubbers and rulers etc, may we politely remind you that your child will need to bring these in to school on a daily basis.

Every pupil will be supplied with their exercise books. Please can you ensure that once they have been issued that you remember to pack them each day as they will form an essential part of the learning in lessons.

### Chrome books

If your child borrowed a Chromebook during lockdown could they please return it to the school on their first day back in school in September.

If you anticipate any problems in returning the Chromebook into school, please ring reception on 01646 690021

### One way systems

I have linked these here: <https://drive.google.com/drive/folders/0AFhQIM80XY7UUK9PVA> ahead of the start of the term, but please do not feel that you have to memorise them. Pupils will be taken through everything on their return. Pupils will be expected to walk in single file following designated routes. This is why it is important that each year group has a phased return to familiarise themselves with the new system and staggered breaks for the day. We will be at full capacity on Friday 11th September, ahead of the Welsh Government's expected return date on Monday 14th September.

### Transport

Parents and carers are still encouraged to take their own child/children to school wherever possible using active travel by walking or cycling, alternatively they should use a private car but park away from the school site and use active travel to travel the remaining distance.

[Keeping Pupils Safe on School Transport this September](#)  
[COVID-19 School Transport Information](#)

It is expected that all pupils wear masks while travelling on the school bus or using public transport.

If you definitely DO NOT require School Transport for your child in September 2020, please contact the Council's Integrated Transport Unit (ITU) to inform us on 01437 775222 / 01437 776363 or [school.transport@pembrokeshire.gov.uk](mailto:school.transport@pembrokeshire.gov.uk) Your assistance in this is gratefully appreciated.

#### **What if I am unwell?**

If you are in any doubt about a health condition please contact your GP and take advice from the medical professionals either the GP, Phone 111 or hospital doctor for example.

Any member of our school community who is unwell with symptoms of COVID-19 must stay at home and contact us.

We will minimise contact with individuals who are unwell by ensuring that those who have COVID-19 symptoms, or who have someone in their household who does, do not attend school

Our risk assessment includes procedures for us to take should an outbreak of cases of COVID-19 in the school community occur.

I must reiterate that no pupil or member of staff should attend school if they:

- 1) feel unwell, have any of the four identified COVID-19 symptoms (a new continuous cough, a high temperature or loss of taste or smell) or they have tested positive to COVID-19 in the past 7 days
- 2) live in a household with someone who has symptoms of COVID-19 or has tested positive to COVID-19 in the past 14 days

There is clear guidance on escalation if learners or staff begin to show symptoms of COVID-19 while at the school. Those showing symptoms will be kept separate until they can be collected and taken home.

#### **Communication**

Please ring (01646 - 690021) or email the school should you need to contact us for any reason. If you email [admin@milfordhavenschool.co.uk](mailto:admin@milfordhavenschool.co.uk) and add into the subject box the name of the staff member you would like to speak with we will make sure your message is directed appropriately.

#### **For pastoral concerns or help and support**

Pupil support is in place for pupils and families. Please contact your Head of House, or the HOH admin support officer Mrs Sukina Taylor (who is available by telephone or email throughout the day).

Daring House - Mr Chris Davies  
Defender House - Mrs Catherine Wilcox  
Diamond House - Miss Lucy Griffiths  
Dragon House - Mr Sean Thomas

KS5 contact will be with Mrs Wendy Stewart

In addition for any safeguarding concerns you can contact Mrs Jannette Reynolds (Strategic Leader for Support for Learning), or Mr Rob Berry (Deputy Headteacher for Wellbeing, Inclusion and Ethos) and Designated Safeguarding Lead for the school.

Our teams deal with a wide range of pastoral issues and should be your first point of contact.

**For academic concerns or help and support**

Miss Rachel Mansell - Strategic Leader for KS2/3 (years 6, 7 and 8)

Mrs Michelle Griffiths - Strategic Leader for KS4/5 (years 9, 10, 11 and 13)

**For ALN concerns or help and support**

Mrs Amanda McDonald (commencing 14/9/20) - Support for Learning pastoral support officer

Mrs Janette Reynolds - Strategic Lead for support for learning and ALNCo.

**Visitors**

Please can we politely remind you that any visits to the school site need to be undertaken via an appointment system. Similarly, we would request that parents/carers do not accompany their child onto the school site and also wait outside of the gates at the end of the day.

We have peripatetic staff and cleaners that will be required to come onto the school site each day. Risk assessments are completed to ensure that these colleagues do so safely.

Please note that parents will only be able to come onto the school site for a pre-arranged appointment. Social distancing and hand sanitising will be in place in our reception area. You will be handed an ipad with a google form to complete, this will also enable us to follow the track and trace in place. **Please attend with a face mask** and cancel your appointment by phone or email should you feel unwell. Our contact details are on the first page at the bottom of this letter. Alternatively please email [admin@milfordhavenschool.co.uk](mailto:admin@milfordhavenschool.co.uk)

I apologise that we are required to remove the seating from our reception area at this time but should you need a chair please let the reception know and we will do our best to ensure that you are met promptly for your appointment. In addition you will be required to **read a copy of our Covid-19 Meeting Procedure**.

**What measures have we taken:**

- Robust hand and respiratory hygiene including ventilation is in place
- New one way system, minimising contact between pupils wherever possible, focusing on distancing, classroom layout, zoned breaks (including dry and wet weather provision), and systems for one-way movement
- Requirement following the local authority announcement today that all staff and learners carry masks with them and wear them in places where social distancing is difficult to maintain in the canteen and corridors.
- We will actively engage with the Test, Trace, Protect system as advised
- We have planned the structure of our school day to reduce the contact between groups of learners as much as possible
- Pupils breaks will be spent in designated year group zones and pupils will be guided through this on their first day of return
- We have arranged our classrooms with forward facing desks
- Staff will maintain distance from learners and other staff as much as possible
- We have a new COVID-19 visitors policy and procedures
- We have carried out a robust review of our risk assessments that are currently in cooperation and written a new one for the pupils return in September.
- We will be continuing with our enhanced cleaning, including cleaning frequently touched surfaces through increased cleaners at the school throughout the school day, as well as our deep clean after school hours with our usual team of cleaners.

- There will be designated toilets for year groups, while we promote and encourage learners to use hand sanitiser before entering the toilet and washing hands on leaving

As I usually mention, all these measures are in place for the health and safety of all members of our community, pupils, staff, parents/carers and the wider community whom we come into contact with. It is important that we work together to care for each other and collectively we will get through this.

Further information:

#### **Coronavirus Advice and Guidance**

Links to the latest advice from: Public Health Wales;

<https://phw.nhs.wales/topics/latest-information-on-novel-coronavirus-covid-19/>

Links to advice in alternative formats



Pupils can expect to hear and see messages about the importance of frequent hand-washing and/or sanitising on a regular basis. It is recommended that everyone washes their hands before as well as after using the toilet facilities. In addition through the promotion of good respiratory hygiene via the 'catch it, bin it, kill it' approach.

#### **Updates**

We will continue to update the website and our social media channels as, and when, we are given further information. Please do keep checking the website and Facebook page regularly in case of any changes.

Finally, I would like to thank you once again for the high level of support that you have given during this unprecedented time and I wish you all a healthy and restful bank holiday to conclude the summer break of 2020.

Diolch am ddarllen / Thank you for reading,

Yours sincerely

Handwritten signature of Ms Ceri Ann Morris

Ms Ceri Ann Morris  
**Headteacher**



### New Timetable from September 1<sup>st</sup> 2020

Monday to Thursday	
Registration	8.40 - 8.45am
Health and Wellbeing Lesson	8.45 - 9.10am
Lesson 1	9.10 - 10.10am
Lesson 2	10.10 - 11.10am
Break 1	11.10 – 11.40am
Lesson 3	11.40 - 12.40pm
Lesson 4	12.40 – 1.40pm
Break 2	1.40 – 2.10pm
Lesson 5	2.10 – 3.10pm

Friday	
Registration	8.40 - 8.45am
Lesson 1	8.45 – 9.45am
Lesson 2	9.45 – 10.45am
Break 1	10.45 – 11.15am
Lesson 3	11.15 – 12.15pm
Lesson 4	12.15 – 1.15pm

Changes for the current planning during this half term and staggered breaks will be as follows;

#### Mon- Thurs

	Times Years 7 & 8	Times Years 9, 10, 11 & KS5
<b>Lesson 2</b>	10.10 - 10.40am	10.10 - 11.10am
<b>Break 1</b>	10.40 - 11.10am	11.10 - 11.40am
<b>Lesson 2 cont'd</b>	11.10 - 11.40am	
<b>Break 2</b>	13:10 - 13.40pm	13:40 - 14:10pm
<b>Lesson 4 cont'd</b>	13:40 - 14.10pm	
<b>Lesson 5</b>	14:10 - 15:10pm	14:10 - 15:10pm

#### Fridays

	Times Years 7 & 8	Times Years 9, 10, 11 & KS5
<b>Lesson 2</b>	9.45 - 10.15am	9.45 - 10.45am
<b>Break 1</b>	10.15 - 10.45am	10.45 - 11.15am
<b>Lesson 2 cont'd</b>	10.45 - 11.15am	
<b>Lesson 3</b>	11:15 - 12:15pm	11:15 - 12:15pm